

ADOT-Aeronautics Division
2008 Master Plan Grant Check List

DATE RECIEVED

- _____ 1) Proposed RFQ/RFP for Consultant received from Sponsor
- _____ 2) RFQ/RFP review and approval by AERO
- _____ 3) RFQ/RFP approval letter sent to Sponsor
- _____ 4) Summary of Selection Process & Record of Negotiations received from Sponsor
- _____ 5) Proposed General Services Agreement (GSA) received from Sponsor
- _____ 6) General Services Agreement (GSA) reviewed and approval by AERO
- _____ 7) General Services Agreement (GSA) approval letter sent to sponsor
- _____ 8) Executed General Services Agreement (GSA) received from Sponsor
- _____ 9) Proposed Consultant Contract/Authorization of Services received from Sponsor
- _____ 10) Consultant Contract/Authorization of Services review and approval by AERO
- _____ 11) Consultant Contract/Authorization of Services approval letter sent to sponsor
- _____ 12) Executed Consultant Contract/Authorization of Services received from Sponsor
- _____ 13) Proposed Scope of Work (SOW) received from Sponsor
- _____ 14) Scope of Work (SOW) review and approval by AERO
- _____ 15) Scope of Work (SOW) approval letter sent to Sponsor
- _____ 16) Copy of FAA comments on Scope of Work (SOW) received from Sponsor. (F/S/L only)
- _____ 17) Copy of FAA approval letter on the Scope of Work (SOW). (F/S/L only)
- _____ 18) Copy of executed Final Scope of Work received from Sponsor
- _____ 19) FAA grant documents (F/S/L only) and grant request received from Sponsor
- _____ 20) Grant Agreement sent to Sponsor
- _____ 21) Grant Agreement received from Sponsor
- _____ 22) Executed Grant Agreement sent to Sponsor
- _____ 23) Copy of Notice To Proceed (NTP) to consultant received from Sponsor
- _____ 24) Planning Advisory Committee (PAC) Invitation Letter received from Sponsor
- _____ 25) Planning Advisory Committee (PAC) Member List received form Sponsor.
- _____ 26) Phase One Document received from Sponsor
- _____ 27) First Planning Advisory Committee (PAC) Meeting
- _____ 27) Phase One Review Comments sent to Sponsor
- _____ 28) Copy of FAA Forecast Review Request Letter received from the Sponsor
- _____ 29) Copy of the FAA Forecast Approval Letter received form the Sponsor
- _____ 21) Phase Two Document received from the Sponsor.

DATE RECIEVED

- _____ 22) Second Planning Advisory Committee (PAC) Meeting
- _____ 22) Phase two Review comments sent to Sponsor
- _____ 23) First Public Workshop Notification from the Sponsor.
- _____ 24) Phase Three Document received from Sponsor
- _____ 25) Third Planning Advisory Committee (PAC) Meeting
- _____ 26) Phase Three Review comments sent to Sponsor
- _____ 27) Final Draft Document received from Sponsor
- _____ 28) Final Draft comments sent to Sponsor
- _____ 29) AERO Approval of work performed sent to Sponsor
- _____ 30) Copy of Sponsor's board Formal Acceptance/Approval of AMP
- _____ 31) Draft ALP Letter received from Sponsor
- _____ 32) AERO ALP comments sent to FAA
- _____ 33) Final AMP Document Paper received from Sponsor
- _____ 34) Final AMP Document Electronic from Sponsor
- _____ 35) Copy of FAA ALP approval letter received from Sponsor/FAA
- _____ 36) FAA Approved ALP received from Sponsor
- _____ 37) New Aerial Photos received from Sponsor
- _____ 38) Project close out letter received from Sponsor
- _____ 39) AERO Close out

AERO - Arizona Department of Transportation – Aeronautics Division

ALP – Airport Layout Plan

AMP – Airport Master Plan

FAA – Federal Aviation Administration

F/S/L – Federal/State/Local Grant

GSA – General Services Agreement

NTP – Notice to Proceed

PAC – Planning Advisory Committee

RFQ/RFP – Request for Qualifications/Request for Proposals

SOW – Scope of Work